

## **IMPORTANT PUBLIC CM/ECF V3.2.2 NOTICES**

### **Judicial Conference Policy on PACER Access / Billing Change**

Case participants (e.g. attorneys of record, pro se litigants, etc.), receive one free electronic copy of all electronically filed documents through e-mail receipt of their Notices of Electronic Filing (NEF's). This "free look" also applies to NEF's concurrently sent to the secondary or additional e-mail recipients specified on the e-mail information screen in that participant's CM/ECF User Account. To avoid later charges, users are encouraged to print, download and/or save a copy of each document during this first viewing.

**The "free look" no longer applies to the NEF's a user has requested for cases in which they are not a case participant or attorney of record. In other words, PACER access fees will be assessed for the "Additional Cases" added to a User Account, and the user will be charged for viewing those documents from the NEF's.**

New **cautionary text** has been added on the E-mail Information Screen in the Maintain Your Account and Update Your E-mail Address menus to remind users of this Judicial Conference Policy when selecting the **Additional Cases / Add** option: *The 'free look' does not apply when viewing documents in these cases.*

**Reminder: There are no PACER charges for viewing documents classified as opinions of the Court.**

**Visit the Public Access to Court Electronic Records (PACER) website for additional information at: [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov).**

### **Caution During E-Filing Event Selection**

During e-filing, the order in which events are added to the new *Selected Events* list is the order in which they will be docketed, and the order in which they will appear in the docket text. Prior to this new functionality, filers were instructed to hold down the CTRL-key to make multiple item selections from the pick lists, and if the CTRL-key was not down, then a new click on the list would deselect the previous choice. In Version 3.2.2, the filer does not need to hold down the CTRL-key as the individual events will be added to the *Selected Events* list on the right side of the pick list. The filer should carefully review the *Selected Events* list before moving past this screen to ensure that only the desired selections have been made. Filing questions may be directed to the Clerk's Office.